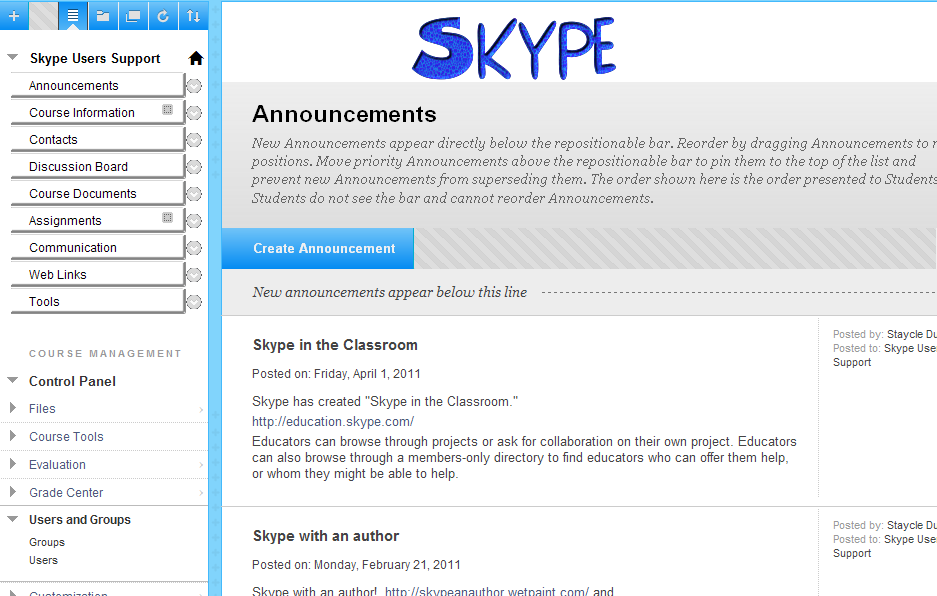
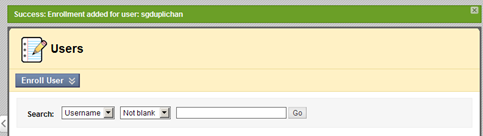
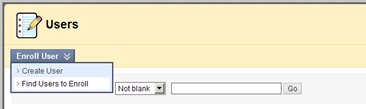
**Enrolling A User In A Blackboard (9.1)Course**

1. Go to the Control Panel of your course….Users and Groups…Users

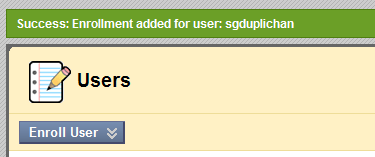


1. Click Enroll User…Find Users to Enroll 3- Type user’s Username in box and then click Submit.





4. The top of the page will display a message of success if the user is enrolled.



5. If you enroll a user that is already enrolled, the following message will appear at the top of the page.

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**\*Course Instructors must enroll their own students, after submitting their list of students on the correctly formatted Excel file to Karen Guidry or Staycle Duplichan.**